



# Iowa Department of Transportation Policies and Procedures Manual

Title <b>Hospital Service Signs</b>		Policy No. <b>620.03</b>
Responsible Office(s)  Office of Traffic and Safety		Related Policies & Procedures
Effective/Revision Dates 5-25-76/ 9-20-01	Approval(s) E. Tom Cackler	

**Authority:** Director of the Highway Division.

**Contents:** This policy establishes the requirements and procedures for the installation of hospital service signs for hospitals.

**Affected Offices:** Office of Traffic and Safety and District Offices.

**Who to Contact for Policy Questions:** Office of Traffic and Safety; phone 515-239-1513.

**Definitions:** None.

**Forms:** None.

## **Policy and Procedure:**

### **I. General**

- A. The Office of Traffic and Safety shall be responsible for:
  - 1. Maintaining a record of the size, message and location of hospital service signs.
  - 2. Ordering and purchasing the original signs.
  - 3. Assisting district offices in the review of requests and in the determination of appropriate sign locations.
- B. The district offices shall be responsible for:
  - 1. Receiving and evaluating hospital service sign requests in accordance with requirements identified in this policy.
  - 2. Approval of requests.
  - 3. Installation and maintenance of the signs.

### **II. Hospital Service Signs on Freeways and Interstate Highways**

- A. Requests for hospital service signs shall be submitted to the district office responsible for the area.
- B. The following requirements shall be met for a hospital to qualify for hospital service signs:
  - 1. 24-hour service, 7 days per week.
  - 2. Emergency department facilities with either a physician trained in emergency medical procedures on duty, or an emergency care nurse on duty within the emergency department with a physician on-call.

3. Licensed by the Health Facilities Division, Iowa Department of Inspections and Appeals.
  4. Equipped for radio voice communications with ambulances and other hospitals.
  5. Located within 30 miles of the interchange.
- C. The signs shall be white letters (HOSPITAL) on blue background. The hospital name may be placed on the sign; however, the sign then becomes a guide sign with white letters on green background and is subject to the guide sign criteria in the "Manual on Uniform Traffic Control Devices" adopted by the Department.
- D. Ramp terminal signs shall have a directional arrow and mileage along with the message HOSPITAL and shall be the same color as the mainline signs.
- E. The signs shall be installed at the exit that provides direct service to the hospital. The signs shall be located to guide traffic to the emergency entrance if it is separate from other entrances to the facility.
- F. Any necessary trailblazing signs on local roads and streets shall be provided and maintained by the local jurisdiction. The trailblazers must be installed before the hospital service signs are installed.
- G. Hospital service signs shall be removed if the hospital no longer meets the requirements of this policy.
- H. Before removing the signs, the district office shall notify the hospital administrator and the Office of Traffic and Safety.
- I. The signs may be reinstalled once the hospital verifies it meets the requirements of this policy.

### **III. Hospital Service Signs on Other Primary Highways**

- A. Requests for hospital service signs shall be submitted to the district office responsible for the area.
- B. The following requirements shall be met for a hospital to qualify for hospital service signs:
1. 24-hour service, 7 days per week.
  2. Emergency department facilities with either a physician trained in emergency medical procedures on duty, or an emergency care nurse on duty within the emergency department with a physician on-call.
  3. Licensed by the Health Facilities Division, Iowa Department of Inspections and Appeals.
  4. Equipped for radio voice communications with ambulances and other hospitals.
  5. Located as follows:
    - The distance from the nearest primary highway intersection to the hospital should not exceed 30 miles.
    - The hospital must not be on or immediately adjacent to a primary highway.
- C. Hospital service signs which direct traffic from one primary route to another to reach the hospital shall not be provided. Hospital service signs shall be provided only on the closest primary route which most directly serves the hospital.

- D. The message displayed on the hospital service sign may be either HOSPITAL or the name of the hospital. If the name of the hospital is used, the sign shall be white letters on green background. If the message is HOSPITAL, white letters on blue background shall be used. All messages shall be accompanied by the appropriate directional arrows and mileage to the hospital.
- E. If needed, adequate trailblazing signs shall be provided on local roads and streets by the local jurisdiction. The trailblazers must be installed before the hospital service signs are installed.
- F. Hospital service signs shall be removed if the hospital no longer meets the requirements of this policy.
- G. Before removing the signs, the district office shall notify the hospital administrator and the Office of Traffic and Safety.
- H. The signs may be reinstalled once the hospital verifies it meets the requirements of this policy.